

ASSET MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Asset Management Coordinator position exists is to proactively manage the city's real estate portfolio to maximize its use and/or revenue potential for the public benefit over time by leading, assisting, or consulting in work related to the acquisition and management of city real property interests. This position is assigned to the Capital Projects Management Division of the Municipal Services Department. This classification may or may not supervise. This position reports directly to the Capital Projects Management Administrator.

ESSENTIAL FUNCTIONS

Evaluates City real property interests for highest and best use, including appropriateness for City uses.

Coordinates with City Departments and Capital Project Management the acquisition of real estate needed to implement the City's Capital Improvement Program.

Responsible for the performance reviews, hiring, training, and direction of staff members.

Oversees the asset management budget. Contract Administrator for consultant contracts for appraisals, title insurance, and relocation services.

Develops and maintains inventories of all City-owned real estate and leases; administers leases and agreements as assigned and develops Requests for Bids for leases on City Property.

Provides real estate advice to other departments in the management and/or the bidding process for their leases and the purchase, dedication and/or donation of real property to the City.

Evaluates and recommends strategies for properties under consideration for acquisition, disposition, investment, or joint public/private development opportunities; coordinates appraisals of City owned properties; responsible for sale of City property.

Responds to inquiries and/or negotiates with property owners, lessees, lessors, brokers, attorneys, appraisers, and City staff in a manner that demonstrates mutual respect for people at all levels.

Coordinates City owned property for compliance with zoning ordinances and regulations; prepares legal documents and descriptions related to projects with assistance from the City Attorney's Office.

Coordinates the City's Realty Information Officers (RIOs) group whose purpose is to promote real estate training, and evaluation of City real estate related processes and activities.

Makes presentations to the City Council, Boards/Commissions, and neighborhood meetings regarding real estate issues.

Attendance and punctuality are essential functions to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Surveying, legal descriptions, topographical maps, drafting, and reading and analysis of maps and blueprints.

Real estate negotiation, acquisition and sales, eminent domain, business and residential relocation, commercial leasing, real estate and business law, zoning, and construction.

Software programs including Power Point, Access, Excel, Land Information System, Word, Experian and Comps.

Ability to:

Observe, review and check the work of staff members to ensure conformance to standards.

Visually inspect properties.

Prepare and execute real property legal instruments.

Prepare and/or review appraisals, listen and communicate with outside parties and staff.

Make public presentations.

Operate a variety of standard office equipment requiring repetitive arm-hand movements.

Enter and retrieve data or information into/from a terminal, PC or other keyboard device.

Prepare and present oral and written reports.

Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.

Work independently with minimal supervision.

Education & Experience:

Bachelor's degree in Public Administration, Economics, Business, Real Estate, or a related field and 2 years experience in public sector right-of-way acquisition or property management.

Valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

FLSA STATUS:

Exempt

HR Ordinance Status: Unclassified